

Mail Services

Mail Services

Provides complete mailing services, including custom labeling, pressure sensitive or paper labels, CASS certification and bar-coding of documents. Mail Merge is also available. Service includes handling of all incoming and outgoing U.S. Mail, collating, inserting and variable data, UPS and related mail services that include:

1. First Class, presorted
2. Standard Mail
3. Special handling
4. Consolidation
5. UPS

2007-2008:

Estimates and consultation available upon request

Proposed 2008-09:

Estimates and consultation available upon request

For additional information, contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.

Interagency Mail and Messenger Services

Service includes pickup and delivery of mail for state offices only within the greater Sacramento area.

2007-2008:

Estimates and consultation available upon request

Proposed 2008-09:

Estimates and consultation available upon request

Shipping and Receiving Services

Service consists of receiving, inspecting and preparing required documents for incoming freight as well as making all necessary arrangements for out-going freight shipments. Multiple drop shipments to various locations.

2007-2008:

Estimates and consultation available upon request

Proposed 2008-09:

Estimates and consultation available upon request

For additional information, contact the Office of State Publishing at (916) 322-1010 (CALNET 492-1010).